

## **FEDERAL LEGISLATION CONTACT--DEFINITION**

**0581**

(No.1 January 1998)

"Contact" may be defined as a sharing of information concerning department or agency issues, operations or policies. Usually there are two types of communication with congressional members and their staffs--formal and informal.

### Formal

"Formal contact" is communication that specifically attempts to influence department or agency issues, operations or policies.

### Informal

"Informal contact" is communication which would not influence or affect pending or proposed legislation or matters awaiting decision within the department or agency.

## **COORDINATION AND REPORTING OF CONGRESSIONAL CONTACTS 0581.1**

(No.1 January 1998)

All requests from members of Congress or their staffs should be referred to the Office of Legislation immediately. The contact may be reported by telephone if it is a general, informal request, such as a request for information needed to answer a question from a constituent. If, during the course of a contact, information is requested which would have an impact on the Resources Agency's programs or operations, then an informational memo must be prepared and delivered to the Office of Legislation.

The Office of Legislation will forward a copy of all correspondence with a member of Congress, including responses to routine constituent requests, to the Resources Agency. The department should not initiate contact with federal officials or members of Congress regarding the Resources Agency matters without consulting the Resources Agency Deputy Secretary for Legislation.

## **RESPONSES REQUIRING TRANSMITTAL OF WRITTEN MATERIAL 0581.2**

(No.1 January 1998)

All responses requiring transmittal of written material will be prepared for the Director's signature and appropriately surnamed, including surname by the CDF Chief, Office of Legislation. A copy (cc: on the letter of response) is required for the CDF Chief, Office of Legislation and the Resources Agency Deputy Secretary for Legislation.

## **REQUESTS REGARDING POSITIONS ON FEDERAL BILLS**

**0581.3**

(No.1 January 1998)

Positions on federal bills must clear the department and the Resources Agency and be approved by the Governor's Office before they are made public. The Resources Agency Deputy Secretary for Legislation will notify CDF's Office of Legislation when positions have been approved.

When required to respond to a federal bill or an issue that CDF's recommended position has not yet been officially approved, departmental personnel should carefully observe the distinction between a request for information and queries on policy or position. When responding, always give factual information. Questions concerning policy or position, however, should be referred to the Chief, Office of Legislation or the Director's Office. This procedure applies to congressional testimony, information sought by congressional staff, and press inquiries.

**FORMS AND/OR FORMS SAMPLES: RETURN TO ISSUANCE HOME PAGE FOR  
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